

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. <u>Position Title:</u> Youth Coordinator and Daycare Director	<u>Revision Date:</u> 02/14 <u>EEO Category:</u> Paraprofessional <u>Status:</u> Non-exempt <u>Control No:</u> 30919
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II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Program & Aquatics Coordinator, organizes and supervises youth programs and participants.

III. Essential Duties:

- Schedule, organize, and monitor all child care programs, sports leisure activities, and staff.
- Supervise daily drop-in child watch, preschool, kinder camp, and all child care programs.
- Promote and market child care program to ensure maximum participation and utilization of the facility.
- Prepare and complete all records regarding facility need, number of youth, and registration/waivers.
- Administer the program risk management and safety program.
- Verify all child care program registration forms and sign in sheets.
- Maintain participants' registration files.
- Implement State Licensing Standards in preparation for County Health, State Licensing inspections.
- Hire, promote, schedule, train, evaluate, and discipline assigned employees.
- Prepare and submit written budget estimates for assigned programs to the Program & Aquatics Coordinator.
- Monitor assigned activity program budgets.
- Inventory activity equipment and supplies.
- Prepare and submit purchase requests.
- Handle complaints, questions and concerns.
- Verify and submit all employee time cards.

IV. Marginal Duties:

- Perform other duties as assigned.

V. Qualifications:

Education: High School Diploma or equivalent required; or Associates Degree in Early Childhood Education or Child Development and one year experience teaching children; or Child Development Associate credential with one year experience teaching children.

Experience: Requires minimum of one year experience in coordinating and organizing a youth camp; one year experience in supervision of subordinates; must be 21 years of age or older.

License/ Certifications: Must possess a valid Utah Driver's License, CDL (class C) with P endorsement preferred. CPR, First Aid, and Food Handlers certification required within 30 days of hire. Must possess all required state licensing within 6 months of hire. Tuberculosis test required within 2 weeks of hire.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Current methods and principles involved in child care; games, sports, arts and crafts, storytelling, music; English usage, spelling, and vocabulary; knowledge of Windows based computers preferred.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, money, tools,

etc.; great responsibility for making decisions affecting the activities of people including responsibility for worker motivation and satisfaction; responsibility for assigned part-time and seasonal employees. Responsible for the safety and well-being of the children in the assigned programs. Great responsibility to develop and maintain positive relationships with the parents of the children enrolled in the programs.

Communication Skills: Work well with adults and children; communicate effectively verbally and in writing; establish and maintain effective working relationships with executive director, employees, staff, and the public; contacts requiring tact and judgment to avoid friction and obtain desired result; outside contact with public presenting information.

Tool, Machine, Equipment Operation: Regular use of a copy machine, telephone and computer; occasional use of a calculator. Regular use of a city vehicle.

Analytical Ability: Organize, delegate, and establish meaningful goals; design, coordinate, and implement a variety of recreation programs; communicate effectively verbally and in writing; establish and maintain effective working relations with employees and the public; work independently on assigned projects involving simple research and data collection, report preparation and minor budget preparation.

VII. Working Conditions:

Physical Demands: Moderate mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to exposure to deadlines, resolution of interpersonal conflicts, and weather; frequent physical exertion is present because of stooping and kneeling required; must be able to lift up to 25 lbs.

Work Environment: Generally comfortable working conditions; frequent field work in coordinating and directing programs; requires some evening, weekend, and holiday work; moderate noise level.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____